

Sanitized - Approved For Release : CIA-RDP70-00211R000100080008-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records System Branch

FROM : Records Analyst, Records System Branch

SUBJECT: Present Use of Administrative Files

DATE: 20 January 1954

1. Offices which now contribute under present system are:

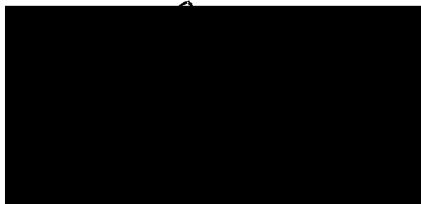
- ✓ 1. Directors Office and Staff - heavy
- 2. ~~Comptroller - very little~~
- ✓ 3. General Counsel - very little
- ✓ 4. Inspection and Security - heavy
- ✓ 5. Sovmat Staff, Office of Operations - very heavy
- ✓ 6. Office, Collection and Dissemination - heavy
- ✓ 7. Office, National Estimates - very little

2. Frequency of reference to present Administrative files has been:

7 calls since October 1953, 4 months.

3. Approximate volume since October 1953 to date:

Approximately 6" of material has been received,



25X1A9a

*Sample copies of comms. from each
office retained & filed 18/ May 54
ZJ*

ZJ